CLUBHOUSE ASSISTANT

Job Title:	Clubhouse Assistant
Department:	Middle School/Clubhouse
Reports to:	Director of Clubhouse
Position Status:	Part Time, Not-Exempt, 10 month

Designed as a true "home away from home," Clubhouse gives Providence Day middle schoolers a safe, well-supervised space after the academic day. It's a place where students can relax, build lasting friendships, and grow within a supportive community.

Job Responsibilities:

- Create a welcoming, supportive environment where middle school students feel respected, valued, and connected
- Supervise and engage students in a mix of indoor and outdoor activities, prioritizing safety and inclusion
- Plan and lead age-appropriate activities such as arts and crafts, games, team-building, and creative projects
- Build positive relationships with students and serve as a consistent, caring adult presence
- Support students in navigating peer relationships, resolving conflicts, and making thoughtful choices
- Collaborate with team members to ensure a smooth, engaging daily program
- Assist with transitions, attendance, and general program needs
- Take on additional responsibilities as needed to support the community

Work Hours: This is a part-time position during after-school hours. The typical schedule is Monday through Friday, from 3:00 PM to 5:00 PM, with flexibility required for special events or additional needs.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. This position is paid on an hourly basis and is non-benefited.

Application Process: Applicants should submit a cover letter of interest, current resume and a list of references. Materials should be sent to: brittany.lipman@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).